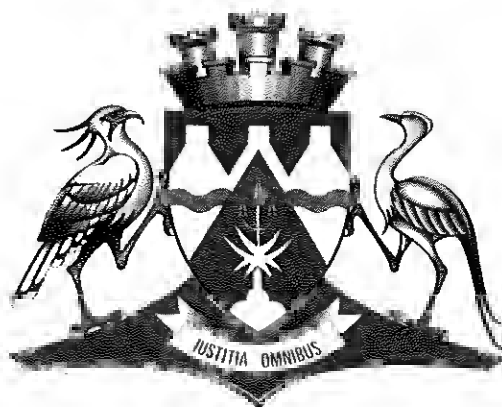


2019/20

TOP LAYER
SERVICE DELIVERY BUDGET
IMPLEMENTATION PLAN

**PIXLEY KA
SEME
DISTRICT
MUNICIPALITY**



Municipal Finance Management Act:

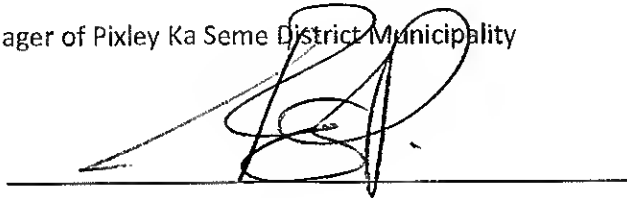
Section 53(1)(c)(ii) - Approval by the Mayor

The Top Layer Service Delivery Budget Implementation Plan, indicating how the budget and the strategic objectives of Council will be implemented, is herewith submitted in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA), MFMA Circular No. 13 and the Budgeting and Reporting Regulation for the necessary approval.

Print Name Rodney ERIC PiETERSE

Municipal Manager of Pixley Ka Seme District Municipality

Signature



Date

11/06/2019


Approval

The Top Layer Service Delivery Budget Implementation Plan is herewith approved in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA).

Print Name GLADWELL LULAMILE NKUMBI

Acting Executive Mayor of Pixley Ka Seme District Municipality

Signature



Date

11/06/2019

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
1	Office of the Executive Mayor	Compliance with the tenets of good governance as prescribed by legislation and best practice	Submit a report to Council on the monitoring and evaluation of community participation by 30 June 2020	Report submitted to council by 30 June 2020	Municipal Manager	Number	1	0	0	0	1
2	Office of the Executive Mayor	Compliance with the tenets of good governance as prescribed by legislation and best practice	Facilitate the quarterly meetings of the District Communication Forum	Number of meetings facilitated	Municipal Manager	Number	4	1	1	1	1
3	Office of the Executive Mayor	To provide municipal health services to improve the quality of life of the citizens	Host commemorative days as per the approved list by the Municipal Manager and Mayor	Number of commemorative days hosted	Municipal Manager	Number	5	2	1	1	1
4	Office of the Executive Mayor	Compliance with the tenets of good governance as prescribed by legislation and best practice	Facilitate the quarterly meetings of the District HIV/AIDS Council	Number of meetings facilitated	Municipal Manager	Number	4	1	1	1	1
5	Office of the Executive Mayor	Compliance with the tenets of good governance as prescribed by legislation and best practice	Facilitate the bi-annual meetings of the Youth Council	Number of meetings facilitated	Municipal Manager	Number	2	0	1	0	1
6	Office of the Executive Mayor	Promote economic growth in the district	Facilitate 2 career exhibitions in the Pixley Ka Seme District area by 30 June 2020	Number of career exhibitions facilitated	Municipal Manager	Number	2	0	1	0	1
7	Office of the Executive Mayor	Compliance with the tenets of good governance as prescribed by legislation and best practice	Facilitate the meeting with relevant stakeholders on the Street Children and Fetal Alcohol Syndrome Special Programme by 30 June 2020	Meeting facilitated by 30 June 2020	Municipal Manager	Number	1	0	0	0	1

Acting Executive Mayor: 

Date: 11/06/2019

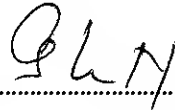
Ref	Directorate	IOP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
8	Office of the Executive Mayor	Compliance with the tenets of good governance as prescribed by legislation and best practice	Compile and distribute the District Municipality's external newsletter on a quarterly basis	Number of newsletters compiled and distributed	Municipal Manager	Number	4	1	1	1	1
9	Municipal Manager	Compliance with the tenets of good governance as prescribed by legislation and best practice	Facilitate the quarterly meetings of the Technical District Intergovernmental Forum	Number of meetings facilitated	Municipal Manager	Number	4	1	1	1	1
10	Municipal Manager	Compliance with the tenets of good governance as prescribed by legislation and best practice	Sign Section 57 performance agreements with all directors by 31 July 2019	Number of performance agreements signed	Municipal Manager	Number	4	4	0	0	0
11	Municipal Manager	Monitor and support local municipalities to enhance service delivery	Report quarterly to Council on Shared Services	Number of reports submitted to Council	Municipal Manager	Number	4	1	1	1	1
12	Municipal Manager	Compliance with the tenets of good governance as prescribed by legislation and best practice	Facilitate the quarterly meetings of the Political District Intergovernmental Forum	Number of meetings facilitated	Municipal Manager	Number	4	1	1	1	1
13	Municipal Manager	Compliance with the tenets of good governance as prescribed by legislation and best practice	Complete the Risk Assessment and submit the updated risk register to the Risk Management Committee by 31 March 2020	Risk Analysis completed and updated risk register submitted to the Risk Management Committee by 31 March 2020	Municipal Manager	Number	1	0	0	1	

 Acting Executive Mayor: GLN

 Date: 11/06/2019

Ref	Directorate	IOP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
14	Internal Audit	To provide an independent and objective internal audit assurance and consulting service to add value and to improve the administrative operations of all the municipalities in the district through an approach that is systematic and disciplined	Submit a Quality Assurance Plan for Pixley Ka Seme District Municipality to the Audit Committee by 30 June 2020	Quality Assurance Plan submitted annually by 30 June 2020	Chief Audit Executive	Number	1	0	0	0	1
15	Internal Audit	To provide an independent and objective internal audit assurance and consulting service to add value and to improve the administrative operations of all the municipalities in the district through an approach that is systematic and disciplined	Submit quarterly internal audit reports to the local municipalities in terms of the Service Level Agreements	Number of reports submitted	Chief Audit Executive	Number	20	5	5	5	5

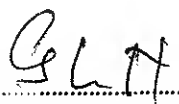
Ref	Directorate	IDP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
16	Internal Audit	To provide an independent and objective internal audit assurance and consulting service to add value and to improve the administrative operations of all the municipalities in the district through an approach that is systematic and disciplined	Compile the Risk Based Audit Plan (RBAP) for Pixley Ka Seme District Municipality and submit to the Audit Committee for consideration by 30 November 2019	RBAP submitted by 30 November 2019	Chief Audit Executive	Number	1	0	1	0	0
17	Internal Audit	To provide an independent and objective internal audit assurance and consulting service to add value and to improve the administrative operations of all the municipalities in the district through an approach that is systematic and disciplined	Compile the Risk Based Audit Plans (RBAP) for the local municipalities in terms of the Service Level Agreements and submit to the local municipalities by 30 June 2020	Number of plans submitted	Chief Audit Executive	Number	5	0	0	0	5

Acting Executive Mayor: 

Date: 11/06/2019

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
18	Internal Audit	To provide an independent and objective internal audit assurance and consulting service to add value and to improve the administrative operations of all the municipalities in the district through an approach that is systematic and disciplined	Review the 3 year Strategic Audit Plan for Pixley Ka Seme District Municipality and submit to the Audit Committee by 30 November 2019	Revised 3 year Strategic Audit plan submitted to the AC by 30 November 2019	Chief Audit Executive	Number	1	0	1	0	0
19	Internal Audit	To provide an independent and objective internal audit assurance and consulting service to add value and to improve the administrative operations of all the municipalities in the district through an approach that is systematic and disciplined	Review the 3 year Strategic Audit Plan for the Local Municipalities in terms of the Service Level Agreements and submit to the to the Audit Committee by 30 June 2020	Revised 3 year Strategic Audit plan submitted to the AC by 30 June 2020	Chief Audit Executive	Number	5	0	0	0	5

Acting Executive Mayor:



Date: 11/06/2019

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
20	Internal Audit	To provide an independent and objective internal audit assurance and consulting service to add value and to improve the administrative operations of all the municipalities in the district through an approach that is systematic and disciplined	Facilitate the quarterly Audit Committee meetings during the 2019/20 financial year for Pixley Ka Seme District Municipality	Number of Audit Committee meetings facilitated	Chief Audit Executive	Number	4	1	1	1	1
21	Finance	Administer finances in a sustainable manner and strive to comply with legislative requirements to achieve a favorable audit outcome	Compile and submit an Audit Action Plan to Council by 31 January 2020 to address the issues raised by the AG	Audit Recovery Plan compiled and approved by 31 January 2020	Chief financial Officer	Number	1	0	0	1	0
22	Finance	Administer finances in a sustainable manner and strive to comply with legislative requirements to achieve a favorable audit outcome	Report quarterly to Council on meetings with and correspondence to defaulting municipalities on debt relating to services rendered	Number of reports submitted to Council	Chief financial Officer	Number	4	1	1	1	1
23	Finance	Administer finances in a sustainable manner and strive to comply with legislative requirements to achieve a favorable audit outcome	Prepare and submit the draft budget to Council by 31 March 2020	Draft budget submitted by 31 March 2020	Chief financial Officer	Number	1	0	0	1	0
24	Finance	Administer finances in a sustainable manner and strive to comply with legislative requirements to achieve a favorable audit outcome	Prepare and submit the final budget to Council by 31 May 2020	Final budget submitted by 31 May 2020	Chief financial Officer	Number	1	0	0	0	1

Acting Executive Mayor: GLN

Date: 11/06/2019

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
25	Finance	Administer finances in a sustainable manner and strive to comply with legislative requirements to achieve a favorable audit outcome	Prepare and submit the adjustments budget to Council by the 28 February 2020	Adjustments budget submitted by 28 February 2020	Chief financial Officer	Number	1	0	0	1	0
26	Finance	Administer finances in a sustainable manner and strive to comply with legislative requirements to achieve a favorable audit outcome	Submit the annual financial statements to the Auditor-General by 31 August 2019	Statements submitted to the Auditor-General by 31 August 2019	Chief financial Officer	Number	1	1	0	0	0
27	Finance	Administer finances in a sustainable manner and strive to comply with legislative requirements to achieve a favorable audit outcome	Co-ordinate the District MM/CFO forums on a bi-annual basis	Number of meetings coordinated	Chief financial Officer	Number	2	0	1	0	1
28	Finance	Administer finances in a sustainable manner and strive to comply with legislative requirements to achieve a favorable audit outcome	Financial viability measured in terms of the Municipality's ability to meet its service debt obligations by 30 June 2020 ((Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	% debt coverage	Chief financial Officer	Percentage	45	0	0	0	45

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
29	Finance	Administer finances in a sustainable manner and strive to comply with legislative requirements to achieve a favorable audit outcome	Financial viability measured in terms of the available cash to cover fixed operating expenditure by 30 June 2020 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))	Number of months it takes to cover fix operating expenditure with available cash	Chief financial Officer	Number	1	0	0	0	1
30	Corporate Services	Compliance with the tenets of good governance as prescribed by legislation and best practice	Submit the Top layer SDBIP for approval by the Mayor within 14 days after the budget has been approved	Top Layer SDBIP submitted annually to Mayor within 14 days after the budget has been approved	Senior Manager: Corporate Services	Number	1	0	0	0	1
31	Corporate Services	Compliance with the tenets of good governance as prescribed by legislation and best practice	Submit the draft Annual Report to Council by 31 January 2020	Draft Annual Report submitted to Council by 31 January 2020	Senior Manager: Corporate Services	Number	1	0	0	1	0
32	Corporate Services	To provide a professional, people-centered human resources and administrative service to citizens, staff and Council	Spent 1% of personnel budget on training by 30 June 2020 (Actual total training expenditure divided by total personnel budget)	% of the personnel budget spent by 30 June 2020	Senior Manager: Corporate Services	Percentage	1	0	0	0	1

		IDP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
33	Corporate Services	To provide a professional, people-centered human resources and administrative service to citizens, staff and Council	Submit a business proposal to LGSETA for discretionary grant to avail funds to train employees and unemployed by 31 March 2020	Proposal submitted by 31 March 2020	Senior Manager: Corporate Services	Number	1	0	0	1	0
34	Corporate Services	To provide a professional, people-centered human resources and administrative service to citizens, staff and Council	Implement the WPSP measured by the % of identified employees that completed training as identified in WPSP by 30 June 2020 (Total number of officials that received training as was identified in the WPSP/total number of officials that were identified for training in the WPSP)	% of identified employees that completed training as identified in WPSP by 30 June 2020	Senior Manager: Corporate Services	Percentage	90	0	0	0	90
35	Corporate Services	To provide a professional, people-centered human resources and administrative service to citizens, staff and Council	Limit the vacancy rate to less than 10% of budgeted posts by 30 June 2020 ((Number of posts filled/Total number of budgeted posts)x100)	% vacancy rate of budgeted posts by 30 June 2020 (Number of posts filled/Total number of budgeted posts)x100	Senior Manager: Corporate Services	Percentage	10	0	10	0	10
36	Corporate Services	To provide a professional, people-centered human resources and administrative service to citizens, staff and Council	Review the Workplace Skills Plan and submit to the LGSETA by 30 April 2020	Plan submitted to the LGSETA by 30 April 2020	Senior Manager: Corporate Services	Number	1	0	0	0	1

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
37	Corporate Services	To provide a professional, people-centered human resources and administrative service to citizens, staff and Council	The number of people from employment equity target groups employed (newly appointed) in the three highest levels of management in compliance with the municipality's approved Employment Equity Plan by 30 June 2020	Number of people employed (newly appointed)	Senior Manager: Corporate Services	Number	1	0	0	0	1
38	Corporate Services	To provide disaster management services to the citizens	Host a training session by 30 June 2020 to train volunteers to Disaster Management	Training session hosted by 30 June 2020	Senior Manager: Corporate Services	Number	1	0	0	0	1
39	Corporate Services	To provide disaster management services to the citizens	Review the Disaster Management Plan and submit to Council by 30 June 2020	Reviewed plan submitted to Council by 30 June 2020	Senior Manager: Corporate Services	Number	1	0	0	0	1
40	Corporate Services	To provide municipal health services to improve the quality of life of the citizens	Compile monthly water quality analysis reports to local municipalities in terms of the Water Quality Monitoring Programme	Number of reports compiled	Senior Manager: Corporate Services	Number	96	24	24	24	24
41	Corporate Services	To provide municipal health services to improve the quality of life of the citizens	Submit quarterly reports to Council on municipal health services rendered	Number of reports submitted	Senior Manager: Corporate Services	Number	4	1	1	1	1
42	Infrastructure, Housing, Planning and Development	Monitor and support local municipalities to enhance service delivery	Arrange and convene quarterly Infrastructure Forum meetings	Number of meetings arranged	Sen Man Infrastructure, Housing, Planning and Development	Number	4	1	1	1	1
43	Infrastructure, Housing, Planning and Development	Monitor and support local municipalities to enhance service delivery	Submit quarterly progress reports on Infrastructure, Housing, Planning and Development to the Portfolio Committee	Number of reports submitted	Sen Man Infrastructure, Housing, Planning and Development	Number	4	1	1	1	1

n. F	Directorate	IDP Objective	KPI	Unit of Measurement	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
44	Infrastructure, Housing, Planning and Development	Monitor and support local municipalities to enhance service delivery	Review the Human Settlements Sector Plan and submit to Council for approval by 30 June 2020	Reviewed Human Settlements Sector Plan submitted to council annually by 30 June 2020	Sen Man Infrastructure, Housing, Planning and Development	Number	1	0	0	0	1
45	Infrastructure, Housing, Planning and Development	Monitor and support local municipalities to enhance service delivery	Conduct housing consumer education in towns of non-accredited municipalities in the district	Number households educated	Sen Man Infrastructure, Housing, Planning and Development	Number	720	180	180	180	180
46	Infrastructure, Housing, Planning and Development	Guide local municipalities in the development of their IDP's and in spatial development	Review the IDP and submit draft to Council by 31 March 2020	Draft reviewed IDP submitted to Council by 31 March 2020	Sen Man Infrastructure, Housing, Planning and Development	Number	1	0	0	1	0
47	Infrastructure, Housing, Planning and Development	Guide local municipalities in the development of their IDP's and in spatial development	Compile an IDP framework by 31 August 2019 to guide local municipalities	IDP framework completed by 31 August 2019	Sen Man Infrastructure, Housing, Planning and Development	Number	1	1	0	0	0
48	Infrastructure, Housing, Planning and Development	Promote economic growth in the district	Create job opportunities - full time equivalents (FTE's) through the Expanded Public Works Programme (EPWP) by 30 June 2020 (Person days / FTE (230 days))	Number of opportunities created by 30 June 2020	Sen Man Infrastructure, Housing, Planning and Development	Number	14	0	0	0	14

 Acting Executive Mayor: 

Date: 11/06/2019

Ref	Function	Project Description	Funding Source	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	2019/2020		2020/2021		2021/2022	
																CRR	Other	CRR	Other	CRR	Other
1	Finance and Administration	New server, roof repairs and computers	Own	0	0	0	0	0	0	0	0	0	0	0	900,000	900,000		683,000		717,000	

Acting Executive Mayor: 

Date: 11/06/2019


Function	Jul-19			Aug-19			Sep-19		
	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
Executive and council	290,333	964,639		290,333	964,639		290,333	964,639	
Finance and administration	4,553,337	2,080,639		4,553,337	2,080,639		4,553,337	2,080,639	
Internal audit		512,971			512,971			512,971	
Public safety	20,500	282,089		20,500	282,089		20,500	282,089	
Housing		195,101			195,101			195,101	
Health	29,166	483,165		29,166	483,165		29,166	483,165	
Planning and development	356,750	684,377		356,750	684,377		356,750	684,377	
TOTAL	5,250,086	5,202,981	0	5,250,086	5,202,981	0	5,250,086	5,202,981	0
Function	Oct-19			Nov-19			Dec-19		
	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
Executive and council	290,333	964,639		290,333	964,639		290,333	964,639	
Finance and administration	4,553,337	2,080,639		4,553,337	2,080,639		4,553,337	2,080,639	
Internal audit		512,971			512,971			512,971	
Public safety	20,500	282,089		20,500	282,089		20,500	282,089	
Housing		195,101			195,101			195,101	
Health	29,166	483,165		29,166	483,165		29,166	483,165	
Planning and development	356,750	684,377		356,750	684,377		356,750	684,377	
TOTAL	5,250,086	5,202,981	0	5,250,086	5,202,981	0	5,250,086	5,202,981	0
Function	Jan-20			Feb-20			Mar-20		
	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
Executive and council	290,333	964,639		290,333	964,639		290,333	964,639	
Finance and administration	4,553,337	2,080,639		4,553,337	2,080,639		4,553,337	2,080,639	
Internal audit		512,971			512,971			512,971	
Public safety	20,500	282,089		20,500	282,089		20,500	282,089	
Housing		195,101			195,101			195,101	
Health	29,166	483,165		29,166	483,165		29,166	483,165	
Planning and development	356,750	684,377		356,750	684,377		356,750	684,377	
TOTAL	5,250,086	5,202,981	0	5,250,086	5,202,981	0	5,250,086	5,202,981	0
Function	Apr-20			May-20			Jun-20		
	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.	Revenue	Operational Exp.	Capital Exp.
Executive and council	290,333	964,639		290,333	964,639		290,337	964,646	
Finance and administration	4,553,337	2,080,639		4,553,337	2,080,639		4,638,337	891,703	900,000
Internal audit		512,971			512,971			512,974	
Public safety	20,500	282,089		20,500	282,089		20,500	282,092	
Housing		195,101			195,101			195,104	
Health	29,166	483,165		29,166	483,165		29,174	483,168	
Planning and development	356,750	684,377		356,750	684,377		356,750	684,388	
TOTAL	5,250,086	5,202,981	0	5,250,086	5,202,981	0	5,335,098	4,014,075	900,000

Function	Revenue	TOTAL Operational Exp.	Capital Exp.
Executive and council	3,484,000	11,575,675	0
Finance and administration	54,725,044	23,778,732	900,000
Internal audit	0	6,155,655	0
Public safety	246,000	3,385,071	0
Housing	0	2,341,215	0
Health	350,000	5,797,983	0
Planning and development	4,281,000	8,212,535	0
TOTAL	63,086,044	51,246,856	900,000


 Acting Executive Mayor.....

Date: 11/06/2019

Line Item	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
Property rates	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - electricity revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - water revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - sanitation revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Service charges - refuse revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Rental of facilities and equipment	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,087	85,000
Interest earned - external investments	41,666	41,666	41,666	41,666	41,666	41,666	41,666	41,666	41,666	41,666	41,666	41,674	500,000
Interest earned - outstanding debtors	0	0	0	0	0	0	0	0	0	0	0	0	0
Dividends received	0	0	0	0	0	0	0	0	0	0	0	0	0
Fines, penalties and forfeits	0	0	0	0	0	0	0	0	0	0	0	0	0
Licences and permits	0	0	0	0	0	0	0	0	0	0	0	0	0
Agency services	301,521	301,521	301,521	301,521	301,521	301,521	301,521	301,521	301,521	301,521	301,521	301,529	3,618,260
Transfers and subsidies	4,492,083	4,492,083	4,492,083	4,492,083	4,492,083	4,492,083	4,492,083	4,492,083	4,492,083	4,492,083	4,492,083	4,492,087	53,905,000
Other revenue	128,648	128,648	128,648	128,648	128,648	128,648	128,648	128,648	128,648	128,648	128,648	128,656	1,543,784
Gains on disposal of PPE												0	0
TOTAL	4,971,001	4,971,001	4,971,001	4,971,001	4,971,001	4,971,001	4,971,001	4,971,001	4,971,001	4,971,001	4,971,001	4,971,033	59,652,044

Acting Executive Mayor: 

Date: 11/06/2019